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This Notice Expires 1 April 1979

PERSONNEL

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CRITERIA AND PROCEDURES FOR HIRING OF ANNUITANTS

References:

Rescission:

dated 25 October 1977

1. Reference notices established the policy for the hiring of annuitants, presented procedural guidance for implementing this policy, and delegated approving authority in this area to the Deputy Director for Administration. The purpose of this notice is to publish the criteria to be met and procedures to be followed before consideration may be given to the hiring of an annuitant.

2. The primary reason for hiring an annuitant is that there is no qualified candidate available from within the Agency to fill the requirement. Prior to submitting a request to hire an annuitant, the following actions must have been undertaken without success:

- a. The directorate having the requirement must have conducted a thorough Career Service search for an individual currently employed who is qualified to fill the requirement.
- b. Published an Agency-wide Vacancy Notice.
- c. Have an active Recruitment Request filed with the Office of Personnel.

3. A request to hire an annuitant will be submitted to the Deputy Director for Administration through the Director of Personnel. A request for continuation of an annuitant's services must be submitted at least 30 days prior to the expiration of the appointment or contract and follow the same routing sequence. Criteria for continuation is the same as for the initial hiring process.

4. The request to hire or extend an annuitant must contain a provision regarding the proposed period of Agency service. The following guidelines will be applied in both situations:

- a. The length of service for civilian annuitants hired as contract employees and all annuitants being hired as independent contractors will not exceed a one-year period.

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b. The length of service for military annuitants hired as contract employees and all annuitants being hired by appointment will normally not exceed a one-year period except that a 13-month period will be considered normal if major employee benefits are contemplated; i.e., Civil Service retirement, Federal health benefits, and FEGLI. In exceptional cases, where such an annuitant possesses particularly unique qualifications, a hiring period of up to two years may be requested.

5. The procedures in paragraph 2 and 3 may be waived by the Deputy Director for Administration when the requirement is unforeseen, is of a critical nature, arises on such short notice that time will not allow the normal procedures to be followed, or is so short term in nature that recruitment or reassignment of onboard personnel would be counterproductive. Any such requests for exceptions must include full justification.

6. There are certain annuitants who, because of the functional nature of their job skills, are excluded from these provisions and may be routinely considered and hired to meet Agency personnel needs, just as nonannuitants are hired. These annuitants are classified in the following functional job categories, and the Director of Personnel is authorized to approve their use:

a. Military annuitants hired for clerical or technical positions through GS-08 or prevailing rate positions (e.g., Wage Board, Graphic Arts, and Government Printing).

b. [REDACTED]

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c. Independent contractors of FBIS/Joint Publications Research Service who are compensated on a fee basis for translation work.

d. Independent contractors who review OSS files.

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[REDACTED]

f. Independent contractors who perform "one-time" services; e.g., addressing Agency training courses.

JOHN F. BLAKE
Deputy Director
for
Administration

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THREE-YEAR LEAVE WITHOUT PAY POLICY

1. The Agency has now had approximately five years experience with the policy of granting three-years leave without pay (LWOP) to employees accompanying employee spouses to assignments outside the Headquarters area. While the initial intent was to limit this benefit to a one-time grant, the policy has recently been reviewed by the Executive Advisory Group and recommended new guidelines have been approved by the Deputy Director of Central Intelligence.

2. It is Agency policy to assign employee couples to the same field location whenever possible. Operating components make every effort, within good personnel management practices and the availability of appropriate positions, to accommodate the desires of these employees and to this end will give particular consideration for long-range planning for their assignments.

3. When dual assignments are not possible, one of the employees may request LWOP to accompany the employee spouse to an assignment outside the Headquarters area. The following guidelines will be followed in processing such requests:

a. A grant of three-years LWOP may be approved for employees who have either completed the former one-year trial period or two years of the new three-year trial period of employment.

b. A three-year LWOP grant may be extended when the tour of the assigned employee is extended for the convenience of the Government. The grant may also be extended to allow for a reasonable period of time after completion of the tour prior to return to duty, but not to exceed 60 days.

c. Subsequent grants of three-years LWOP may be approved provided they are interspersed with assignments as staff employees of at least three-years duration.

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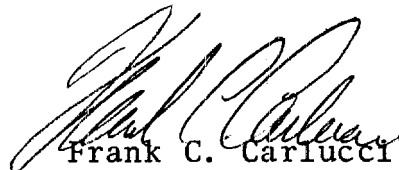
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d. Individuals who break the three-year LWOP with staff or contract employment may return to the LWOP status for the period of time remaining in the original grant if the assignment for which it was originally approved has not been completed. LWOP in the three-year grant unused during one tour assignment is not applicable to a subsequent tour.

4. This grant of three-years leave without pay does not guarantee reinstatement to staff status at the former grade and responsibilities upon return to Headquarters. Individuals in this status, however, are given first consideration by the parent organization for any vacant position for which qualified. Former employees, not approved for the three-year grant of LWOP, who wish to return to staff employment with the Agency are given next priority consideration for reappointment when suitable positions become available. Operating officials who are unable to provide a suitable position for the returning employee spouse within their components will be assisted by the Career Service and the Office of Personnel in their placement efforts.



Frank C. Cariucci
Deputy Director of Central Intelligence

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